

SC4 Part Review Procedures for WG12 Parts

The following is a modification to ISO TC 184/SC4/WG12 N391 due to SC4 resolutions at the Lillehammer, Norway meeting in June 1999 and changes in procedures at the New Orleans Meeting in November 1999. This is intended to supplement the QC Procedures defined at (<http://www.nist.gov/sc4/www/necsdocs.htm>). This is intended to focus on WG12 activities and expectations of the WG12 Convener. It is a compilation of many documents and is to be used as a Guideline, exceptions are allowed under special circumstances.

Pre-review planning:

Schedule: When a project team initiates a NWI or higher level standard, the project team is to set a schedule for the completion of the part and distribute to the SC4 Secretariat and to the WG12 Convener. This schedule may be updated periodically, but ISO has schedule timeframes that shall be adhered to or ISO will cancel a project unilaterally.

Documentation: The project leader is responsible for ensuring that the document follows the applicable ISO and SC4 Directives for the preparation of the documentation. The currently applicable documentation is available from the QC Committee at the following URL (<http://www.nist.gov/sc4/www/necsdocs.htm>). A document is considered complete when it fulfills all the requirements stated in the applicable version of the "Supplementary Directives" (typically the most recent published version) as well as requirements stated in the relevant methods documents.

Internal Review: The Project Leader is to ensure that the Internal Review Checklist (currently qcn110) is completed and any modifications completed. Only the sections of this checklist that are applicable to a part (e.g., Integrated resource, Application interpreted construct, etc) are required. We encourage projects to have a review of the document by people other than the document editor.

Project Leader Checklist: The Project Leader Checklist (currently qcn109) is to be completed by the Project Leader and any modifications completed prior to the next step. It is recommended that the Project Leader scan the Convener checklist prior to submission to the WG12 Convener to alleviate further delay in document submission.

Editorial Scope Changes: If the scope statements in Section 1.0 of the part have changed in any editorial manner (e.g., clarifications, re-wording, etc), the WG12 Convener should be notified. The WG12 Convener shall notify the SC4 Secretariat and the SC4 Chair of any editorial changes to the scope statements of Section 1.0 of the part. This is so that adjustments can be made to the SC4 Project database.

Technical Scope Changes: If the scope statements in Section 1.0 of the part have changed due to technical changes, the WG12 Convener shall be notified for further processing. The Project Leader, WG12 Convener, and the SC4 Chair shall determine if additional SC4 review beyond the typical SC4 review is required. If no further SC4 review is required, the WG12 Convener shall notify the SC4 Secretariat of the changes to the scope statements in Section 1.0 and the process that was utilized to determine this decision.

If there are questions related to the preparation of the document, the Project Leader shall contact QC for clarification.

1st Step – Project Leader Signoff :

When the document is complete, the Project Leader will be asked to sign-off that the part is complete, and of high quality. If there are questions, SC4 has determined that QC may do "spot checks" of documents to alleviate any issues.

When the Project Leader has completed the document and verified that the Project Leader quality checks and Internal Review checklists have been verified, the project leader will send a message to 'signoff@cme.nist.gov' stating:

- 1) The ISO document number (e.g., ISO 10303-42),
- 2) The document stage (e.g., DIS),
- 3) The WG12 N-number of the document (e.g., WG12 N124). This shall include the original format of the document and any supporting files (e.g., LaTeX style files) and a PDF of the document,
- 4) The person signing off the document (e.g., Project Leader),
- 5) Any contingent information to the signoff (e.g., Editorial comments to be included in the next ballot cycle).
- 6) WG12 N-Number of the EXPRESS in ASCII format (if applicable)
- 7) WG12 N-Number of the Short Names in ASCII format (if applicable)
- 8) WG12 N-Number of the completed Internal Review Checklist
- 9) WG12 N-Number of the completed Project Leader Checklist
- 10) WG12 N-Number of Applicable Ballot Comments (or Issue Log) Resolution. Note: that documents completing the DIS/FDIS ballot are to have the ballot comment resolutions recorded on ISO Form 13B (copies can be obtained from URL <http://www.nist.gov/sc4/www/necsdocs.htm>).
- 11) ISO Electronic Distribution Form and SC4 Electronic Distribution Form locations – it is recommended that these forms be provided in the same directory as the document being signed off.

Due to the size limitations of documents on signoff exploder, it is recommended that the documents be given a WG12 N Number and placed on SOLIS. The signoff exploder does not have the capability to forward email with large attachments. It is recommended that the WG12 Convener and related parties be included in distribution of the signoff message.

Prior to sending a note to the signoff exploder, the Project Leader may send the documents to the WG12 Convener for a proof check of the documents. The WG12 Convener will proof the documents and identify any needed corrections. Then when the Project Leader has made the corrections, the Project Leader can be fairly sure that the no further changes will need to be made to the documents after the Project Leader signoff of the documents. These proof documents do not require a WG12 N-Number for review.

2nd Step – Convener Review:

The WG12 Convener shall initiate the formal actions to start the WG12 Convener signoff when the message from the signoff exploder is received.

The WG12 Convener shall utilize the Convener Checklist (currently QC N108) to verify required information is complete and correct.

- If errors are identified, the WG12 Convener shall email the Project Leader with the WG12 Convener Checklist and the errors that need to be corrected before the WG12 Convener will sign the document off.
- If no errors are identified, the WG12 Convener shall signoff the document.

3rd Step – Project Leader Correction of Convener Identified Errors:

The Project Leader shall correct any errors identified and place a new document (with a new WG12 N Number) on SOLIS for WG12 Convener Review.

When the WG12 Convener has a document that passes all items in the Convener checklist, the WG12 Convener shall proceed to the next step. If the Project Leader wishes to send a ‘proof’ copy to the WG12 Convener (without loading to SOLIS), this is acceptable (see 1st STEP). The WG12 Convener will require the document be on SOLIS before proceeding to the next step.

4th Step – WG12 Convener Signoff:

When the WG12 Convener has verified that the Convener quality checks are correct, the Convener will send a message to ‘signoff@cme.nist.gov’ stating:

- 1) The ISO document number (e.g., ISO 10303-42),
- 2) The document stage (e.g., DIS),

- 3) The WG12 N-number of the document (e.g., WG12 N124),
- 4) The person signing off the document (e.g., WG12 Convener),
- 5) Any contingent information to the signoff (e.g., Editorial comments to be included in the next ballot cycle).
- 6) WG12 N-Number of the EXPRESS (if applicable)
- 7) WG12 N-Number of the Short Names (if applicable)
- 7) WG12 N Number of completed Internal Review Checklist – if document was attached to Project Leader signoff, the WG12 Convener shall assign a WG12 N Number to the document and place on SOLIS.
- 8) WG12 N Number of completed Project Leader Checklist – if document was attached to Project Leader signoff, the WG12 Convener shall assign a WG12 N Number to the document and place on SOLIS.
- 9) WG12 N Number of Convener Checklist
- 10) WG12 N Number of Applicable Ballot Comments (or Issue Log) Resolution location
- 11) ISO Electronic Distribution Form and SC4 Electronic Distribution Form locations

It is recommended that the project leader, editor, and related parties be included in distribution of the signoff message

5th Step – Verification of Input to SC4 Secretariat:

Approximately 3 to 4 weeks after the WG12 Convener has signed off on the document, the Project Leader should verify that the SC4 Secretariat does not need any additional information for the ballot. Project Leader shall take action, as necessary, to provide data to the SC4 Secretariat.